

PROJECT MANAGER

Class Definition

Under direction, performs a variety of duties related to housing services, economic development, community development, redevelopment, historic preservation and/or development projects and processes.

Distinguishing Characteristics

Project Manager is a specialized class in which incumbents perform assignments involving housing, economic, community development, redevelopment, and development activities. In the Housing and Neighborhood Revitalization Department, the incumbent may conduct architectural and historical review for compliance with Section 106, the Secretary of Interior's Standards for Preservation and Guidelines for Preserving Historic Buildings, and the Historic Preservation Ordinance. Incumbents may also be assigned to implement and manage housing development projects including affordable multi-family and single family residences, single room occupancies, mixed use residential properties, planned unit developments, subdivisions, and in-fill housing projects. In the Redevelopment office, the incumbents implement and manage redevelopment, and economic development projects including commercial, industrial, and housing project developments, preparation of plans, plan amendments, environmental impact reports, grant applications, development agreements, owner participation agreements, requests for proposals, and annual reports to state and federal agencies. In the Development Department, the incumbent analyzes, tracks and streamlines development permit processes including plan check review and entitlements. The incumbent may be assigned complex plan check review functions.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises and participates in the work involved in developing housing projects including, but not limited to, affordable housing subdivisions, planned unit developments, in-fill housing, and single-room occupancies as well as the rehabilitation of existing housing.

Coordinates the implementation of public-sector projects with private-sector institutions, City departments, and other governmental agencies.

Assures project compliance with all local, state and federal community development, environmental and historic preservation regulations.

Develops and implements new and innovative financing programs to enhance the effectiveness of City participation in efforts to revitalize targeted areas of the community.

Coordinates private and public involvement in housing finance programs, such as low income tax credit, tax-exempt applications and mortgage revenue bonds.

Develops and implements new processes to streamline the permit process and monitor the flow of permits and entitlements to make certain that processing time-lines are within acceptable limits.

Coordinates and provides advice on matters involving planning, community redevelopment, economic development, public infrastructure improvements, inspection, engineering, and industrial, commercial, and residential development.

Attends meetings of various boards and commissions; makes presentations and provides advice regarding their respective programs.

Provides lead direction and advice to lower level staff.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of industrial, commercial, and residential development, capital asset financing, contract negotiations, commercial mortgage banking, and community redevelopment.

Knowledge of the procedures used by municipal government in effective residential, and commercial development, economic, and community development, and redevelopment projects.

Knowledge of industrial, commercial, residential and public development financing requirements and programs.

Knowledge of local, state and federal community development, environmental, residential and commercial development, and historic preservation regulations and requirements.

Knowledge of the principles and methods used to develop and enhance business system operations such as HTE and develop reporting mechanisms to track permits and financial operations.

Ability to analyze and successfully negotiate complex transactions involving significant amounts of capital and highly valuable property, property owner rights and public responsibilities.

Ability to prepare clear and concise oral and written reports.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree with specialization in finance, real estate, business administration, public administration, engineering, planning, historic preservation, architecture, architectural history or a related field; and two years of experience in one or more of the following areas: real estate development, fixed asset capital financing, governmental planning, redevelopment, economic development, historic preservation, construction management, inspection, permits/plan check, engineering, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

The Housing Services assignment may require meeting the minimum professional qualifications pursuant to 36 California Federal Regulations 61.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are:

1. Housing Services
2. Redevelopment
3. Permit, Inspection and Entitlements
4. Community Development
5. Economic Development

APPROVED: _____

Director

DATE: _____